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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Monthly Progress Report  
Insurance Refunds and Claims

REFERENCE : Memo to DD/S from IG, dated 2 Feb 56;  
Subject: Insurance Refunds

1. This memorandum furnishes for your information, as requested in the above referenced memorandum, a report of progress in completing the backlog of insurance refunds and claims as of 29 June 1956.

2. The backlog of WAEPA refunds is still at the original figure of 350. In addition to finishing the record of monthly payments to the underwriter for the past five (5) years, cited in last month's report, we have completed the reconciliation of cash collections for the above period as well as the payroll deductions through 31 December 1954. There remains to be completed payroll deduction through February 1956, the totaling of debits and credits to establish the current balance, issuing refunds on cancelled policies and converting active accounts to the National Cash Register cards.

3. In view of the above, we estimate that all refunds will be accomplished by the first week in August 1956.

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Harrison G. Reynolds  
Director of Personnel